

## ADS Chapter 432 - DETAILS - CIVIL AND FOREIGN SERVICE

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(THIS ADS CHAPTER REPLACES HANDBOOK 25, CHAPTERS 3 AND 19 IN THEIR ENTIRETY)

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**Functional Series 400: Personnel**  
**ADS Chapter 432 - DETAILS - CIVIL AND FOREIGN SERVICE**

**432.1 Authority**

1. [Foreign Service Act of 1980, as amended, sections 502 \(b\)\(1\), 503 \(a\)\(1\), 505](#)
2. [Foreign Assistance Act of 1961, section 627](#)
3. 5 CFR 73
4. [5 CFR 300, 317, 330, 334, 335, 352](#)
5. [5 CFR 2635](#)
6. [2 USC Sec. 72a \(f\)](#)
7. [3 USC Sec. 112](#)
8. [5 USC Sec. 3341](#)
9. [5 USC Sec. 3343, 3581-3584](#)
10. [5 USC Sec. 3371-3375](#)
11. [18 USC Sec. 203, 205, 208, 209](#)
12. [31 USC Sec. 1535](#)
13. Comptroller General Decision B-211373, March 20, 1985
14. [Federal Travel Regulations](#)
15. Office of Personnel Management's (OPM) Guide to Processing Personnel Actions

**432.2 Objective**

This chapter provides the authorities, policies, regulations, and essential procedures for the [detail](#) of employees within and from USAID to other organizations. Other organizations include: qualified [international organizations](#), other Federal agencies, Congressional committees, the White House and related offices, foreign governments; state and local governments, Indian tribal governments, institutions of higher education and other eligible organizations under the Intergovernmental Personnel Act (IPA). This chapter also covers the detail of employees from other organizations to USAID.

This chapter applies to the detail of employees in the competitive or excepted service. **(See Mandatory Reference, [5 CFR 300.301](#), [5 USC Sec. 3341](#))** Those included are the following:

- Senior Executive Service (SES) employees, Civil Service (CS) employees after completing the 90-day time-after-competitive appointment requirement **(See [5 CFR 330.501](#))** under the competitive service; and
- Administratively Determined (AD), Schedule A, B, or C appointees as approved by the U.S. Office of Personnel Management (OPM),

Presidential Management Interns, Foreign Service (FS), and Senior Foreign Service (SFS) personnel under the excepted service.

### 432.3 Responsibility

1. The Administrator of USAID (A/AID) is responsible for:
  - a. Reviewing and rendering final decisions on requests for non-reimbursable details from the Agency;
  - b. Reviewing and making decisions, based on delegated authority, on requests to extend the detail of USAID civil service employees to international organizations beyond five years when it is determined to be in the national interest; and
  - c. Reviewing and making decisions, based on delegated authority, on requests to extend the detail of FS employees beyond the four-year limitation imposed by section 503 of the FSA of 1980, as amended, because of special circumstances.
2. The Bureau for Legislative and Public Affairs (LPA) is responsible for all official liaisons between the Agency and the Congress for details of USAID employees.
3. The Assistant Administrator for Management (AA/M) is responsible for reviewing for approval/disapproval all requests for Operating Expense (OE) funded details in and non-reimbursable details from the Agency.
4. The Deputy Assistant Administrator for Human Resources is responsible for:
  - a. Reviewing for approval/disapproval all requests for program-funded details;
  - b. Reviewing requests to extend details of FS employees within USAID beyond six months;
  - c. Taking action on written requests from international organizations, other Federal agencies or other bodies for the detail and extension of detail of USAID employees unless the total time (including an extension) exceeds five years for CS or four years for FS employees; and
  - d. Signing on behalf of USAID all Letters of Agreement for details from and to USAID.

5. The Personnel Operations Division, M/HR/POD and the Executive Management Division (M/HR/EM) are responsible for processing all detail requests. M/HR/POD handles requests for the detail of CS, FS, and SFS employees except those assigned to Senior Management Group positions. Senior Management Group, ADs and Schedule C employees are handled by M/HR/EM. Specifically, each office is responsible for:

- a. Approving/disapproving requests for details within USAID;
- b. Making recommendations to approving officials on all requests for detail of employees from and to USAID;
- c. Obtaining all appropriate USAID clearances, including security and medical as appropriate, for outgoing and incoming details;
- d. Notifying requesting units from within USAID and outside organizations of requests for detail decisions;
- e. Negotiating terms of details and preparing Letters of Agreement with borrowing/lending organizations outside of USAID;
- f. Counseling employees regarding the terms of detail agreements and their rights and benefits during detail assignments;
- g. Preparing the documentation to effect, amend, correct or terminate details;
- h. Providing copies of documentation to employees and to the Bureau for Management, Office of Financial Management, Cash Management and Payments Division along with supporting documents for reimbursable arrangements; and
- i. Filing a copy of the documentation on the permanent (right) side of the employee's Official Personnel folder for record purposes.

6. The Bureau for Management, Office of Financial Management (M/FM), Cash Management and Payments and Payroll Divisions are responsible for:

- a. Determining the availability of and payment of funds when reimbursable details are involved; and
- b. Payment of salaries, benefits, allowances, and related items for employees on detail.

7. Bureaus/Offices/Overseas Posts are responsible for:
  - a. Consulting with the appropriate office in M/HR, to obtain a preliminary determination when first considering requesting the services of an individual from outside USAID, or detailing out an employee;
  - b. Coordinating with supervisors, managers, and M/HR to identify tasks and/or circumstances suitable for employees or other individuals proposed for detail; and
  - c. Securing necessary bureau/office clearances on funding and committing funds, when reimbursement is involved, in the New Management System (NMS) or MACS prior to submitting the requests and supporting documentation, e.g., commitment number, copy of the NMS printout, or a message confirming funds have been reserved by the organization's Controller, to M/HR.

**432.4**      **Definitions (See [ADS GLOSSARY](#))**  
detail  
[Intergovernmental Personnel Act assignments](#)  
international organization  
non-reimbursable details  
reimbursable details  
[temporary detail](#)

**432.5**      **POLICY**

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

**432.5.1**      **DETAILS WITHIN USAID**

Policies for details within USAID are briefly described below:

a) Civil Service

- 1) A detail shall not be used to circumvent the competitive selection or position classification process.
- 2) An employee must be qualified to perform the duties to which detailed unless the detail is for training purposes.
- 3) An employee detailed to perform work of a higher grade level should be considered for a temporary promotion.

4) A detail to an established position at a higher grade, or to one with greater promotion potential, may be made for up to 120 days without competition. Extensions beyond 120 days and temporary promotions of more than 120 days must be made through competition under the Promotion and Internal Placement Plan of USAID. In computing the total time served on a detail for this purpose, all noncompetitive details and noncompetitive time limited promotions within the prior 12-month period must be counted. **(See Mandatory Reference [5 CFR 335.103 \(c\)\(11\)](#) and [ADS 418](#))**

5) A detail to an established position at the same or lower grade level may be made without competition, but must be made up to or in 120-day increments.

6) A detail to unclassified duties may be made without competition, but must be made in 120-day increments. A statement of duties must be prepared by the borrowing bureau/office and received by M/HR prior to the detail.

7) Initial details and extensions of SES personnel within the Agency must be made in accordance with 5 USC 3341 and 5 CFR 317.903 (b) (1), which authorizes details in increments of no more than 120 days. **(See Mandatory Reference, [5 CFR 317.903 \(b\)\(1\)](#) and [ADS 423](#))**

#### b) Foreign Service

1) Details must not be used to circumvent the Foreign Service (FS) Open Assignment System or regulations regarding the establishment of positions.

2) Assignments of not more than six months in duration are considered temporary details. (See section 505, FSA of 1980, as amended) The DAA/M/HR shall review all requests for extension of such details and decide the feasibility of continuing the detail versus placement of the employee detailed in a continuing position.

3) Details during the first or last three months of an overseas tour of duty shall not be approved.

#### c) General (applicable to both CS and FS employees)

1) Any employee may be detailed to work outside their

normal field to meet Agency operational needs and to promote the efficiency of the U.S. Government.

- 2) An employee's consent is not required for a detail, but the Agency shall consider the employee's view before effecting the detail.
- 3) A detail will not change the employee's conditions of employment.
- 4) A detail is automatically terminated unless the borrowing organization requests and is granted an extension. A detail may be terminated, if warranted, prior to the documented not-to-exceed date.
- 5) Details shall be made without regard to race, sex, color, age religion, and national origin, physical or mental disabilities, marital status or political affiliation.

#### **E432.5.1 Details within USAID**

The borrowing USAID unit submits a written request, through the appropriate organizational chain, to M/HR, 30 days prior to the proposed effective date of the detail. The request must include:

- \* Employee's name, present organization title, grade, salary, and organizational designation;
- \* The period for which the detail is requested;
- \* A description of duties, or if the detail is to an existing position, the position title, grade and position description number; and
- \* The agreed upon allotment and appropriation charges, if any.

If the detailed employee will serve in a continuing new position, which is to be established, the borrowing unit submits a Standard Form 52 (SF-52) and position description to the appropriate office in M/HR. The formal request for the detail is sent after the borrowing organization has been notified that the position has been established.

Once the request is received, the appropriate M/HR office shall:

- a) Review the request for conformance to USAID policy on details;
- b) Consult the proposed lending USAID unit regarding release of desired employee for the detail;
- c) Notify the borrowing unit of the approval or disapproval of the detail request;
- d) Negotiate the terms of release, for approved actions, with employees and the lending/borrowing units; and
- e) Prepare the paperwork, as required, to document and terminate, when necessary, the detail assignment.

#### **432.5.2 DETAILS FROM USAID TO OTHER ORGANIZATIONS**

Occasionally, approval is granted for the detail of CS and FS employees to organizations outside USAID, e.g., other Federal agencies, foreign governments, state and local governments, institutions of higher education, Indian tribal governments, international and other eligible organizations under the Intergovernmental Personnel Act (IPA). Requests for detail of USAID employees are considered in such terms as:

- The best interest of the U. S. Government;
- Career development possibilities afforded employees;
- Agency interest in the assignment;
- Agency cost; and
- Whether the lending USAID office can spare the employee's services

Details that are reimbursable and clearly within the interest of the Agency usually are favorably considered for approval. Non-reimbursable details, however, will only be considered in exceptional cases and will require approval by both the AA/M and the Administrator of USAID (A/AID).

Under no circumstances shall USAID employees pursue a potential opportunity for an assignment outside of USAID until obtaining concurrence from the management of their Bureau, Independent Office or Mission and a determination from M/HR that such an assignment meets Agency requirements.

An employee approved for a detail outside USAID will continue to be charged against the lending organization's workforce ceiling unless approval is granted to assign the employee to the Detail Support Complement maintained by M/HR.

USAID employees on detail to outside organizations are subject to the Federal statutory and regulatory provisions that govern ethical and other conduct, conflicts of interest, suitability, security, and limitations on political activity and any applicable non-Federal prohibitions. **(See Mandatory References [18 USC Sec. 203](#), [205](#), [208](#) and [209](#), [5 CFR 73](#) and [5 CFR 2635](#)).**

It is the Agency's policy that employees in USAID serving on non-career, part-time, temporary, time-limited and term appointments are not eligible for details outside of USAID. Exceptions to this policy may be made by the DAA/M/HR in extremely exceptional situations.

#### **E432.5.2 Details from USAID to Other Organizations**

The borrowing organization sends a formal request to the DAA/M/HR in advance of the proposed effective date of the desired detail. The request must include justification and duration of the detail, the nature of the work and the proposed funding arrangement, e.g., reimbursable or non-reimbursable. Once the request is received, the appropriate M/HR office shall:

- a) Review the request for conformance to USAID policy on details;
- b) Consult with the proposed lending organization regarding the release of the desired employee;
- c) Make recommendations to the approving official after all staff work has been completed;
- d) Notify the requesting organization of the approval/disapproval of the request;
- e) Negotiate the terms of release, for approved actions, with employees and the borrowing/lending organizations;
- f) Prepare Letters of Agreement to document the terms discussed; and
- g) Prepare paperwork to document detail assignments and related items as appropriate.

#### **432.5.2a DETAILS TO INTERNATIONAL ORGANIZATIONS**

The Agency shall adhere to 5 USC Sec. 3343, 5 USC Sec. 3581-3584, 5

CFR 352 (for CS) and section 503 of the FSA of 1980 (for FS), as amended for the detail of employees to international organizations.

**E432.5.2a Details to International Organizations**

ADS 434 provides the policies, regulations and procedures for details of USAID CS and FS employees to qualified public international organizations. (See [ADS 434](#))

**432.5.2b DETAILS UNDER THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)**

The Agency shall adhere to 5 USC 3371-3375, 5 CFR 334 for the detail of CS employees and 503 of the FSA of 1980 for the detail of FS employees to participating organizations under the IPA authority.

USAID employees detailed under the IPA authority shall be considered USAID employees in all respects except supervision, and retain all the rights and benefits of Federal employment. They shall be paid by USAID and count against USAID's workforce ceilings, unless participating organizations pay 50 percent or more of the employees' salary costs.

**E432.5.2b Details under the Intergovernmental Personnel Act (IPA)**

ADS 437 sets forth policies, regulations and procedures that govern the temporary assignment of USAID personnel under Title IV of the Intergovernmental Personnel Act (IPA) of 1970, as amended. (See [ADS 437](#))

**432.5.2c DETAILS TO THE WHITE HOUSE AND RELATED OFFICES**

The Agency shall adhere to 3 USC Sec. 112 for details of USAID employees to the White House Office, the Executive Residence at the White House, the Office of the Vice President, the Domestic Policy Staff, and the Office of Administration. Details to the White House offices in excess of 180 days in a fiscal year must be made on a reimbursable basis. (See **Mandatory Reference, [3 USC Sec. 112](#)**)

**E432.5.2c Details to the White House and Related Offices**

The procedures outlined in E432.5.2 shall be followed for details to the White House and Related Offices.

**432.5.2d DETAILS TO CONGRESSIONAL COMMITTEES**

It has been Agency practice to approve a limited number of details of CS

and FS employees to positions on congressional committees. The authority for these details is provided in 2 USC Sec. 72a (f). Unless otherwise provided by law or exceptional circumstances, details to congressional committees are made on a reimbursable basis.

The Bureau for Legislative and Public Affairs (LPA) is charged with responsibility for all official liaison between the Agency and the Congress. USAID employees interested in a detail to Congress must discuss the possibility with LPA and the servicing staffing specialist in M/HR.

#### **E432.5.2d Details to Congressional Committees**

If a committee is interested in pursuing a detail in, it directs a letter to the Committee on Rules and Administration of the Senate or the Committee on House Administration of the House of Representatives asking for approval. The request includes a justification of the need, the name of the agency to supply the personnel, and states whether the arrangement is to be on a reimbursable or non-reimbursable basis. A form letter is sent to the requesting committee approving/denying the detail and authorizing the use of contingent funds, if reimbursable. If approved, the requesting committee is then free to pursue the detail of an employee already identified or request the Agency selected to identify an individual suitable for the committee's needs.

When USAID receives a detail request from Congress, LPA and M/HR shall:

- 1) Review the proposed detail request to determine the benefit to the Agency or employee (if one is identified) and make a decision; and
- 2) Notify the requesting committee of the Agency's decision after negotiating the desired employee's (or other employee once identified) release and establishing an effective date. The response letter is drafted by the appropriate office in M/HR, cleared through the DAA/M/HR and LPA individual responsible for coordinating detail requests, for the signature of the Assistant Administrator for Legislative and Public Affairs.

M/HR then prepares the paperwork to effect the detail and personnel actions for related actions when necessary.

Requests for extension of details are processed in the same manner as the original request.

#### **423.5.2e DETAILS TO OTHER FEDERAL AGENCIES**

Employees of USAID may be detailed to other Federal agencies or separately funded components of USAID. Such details must be made on a reimbursable basis unless they involve a matter relating to USAID's appropriation and will aid in accomplishing the purpose for which the appropriations were provided, or will have a negligible impact on the Agency's appropriation.

Non-reimbursable details based on negligible impact may not exceed 120 days. These details may be renewed, in writing, between USAID and the borrowing organization for periods not-to-exceed 120 days. 31 USC Sec. 1535 authorizes reimbursable details. **(See Mandatory References, Comptroller General decision B211273 of March 20, 1985 and [31 USC Sec. 1535](#))**

The AA/M and Administrator shall review for approval or disapproval requests for non-reimbursable details on a case-by-case basis.

#### **E432.5.2e Details to Other Federal Agencies**

The procedures outlined in E432.5.2 shall be followed for Details to other Federal Agencies. **(See E432.5.2)**

#### **432.5.3 DETAILS TO USAID FROM OTHER ORGANIZATIONS**

Details to USAID may be made on a reimbursable or non-reimbursable basis. The duration of the detail is negotiable between agencies. However, for non-reimbursable details the losing agency may be subject to the restrictions cited in 432.5.2e.

Requests for OE-funded details into USAID from other organizations are discouraged. However, approval will be considered where a detail is determined to be more cost-effective, no funding alternative exists, and the Bureau, Independent Office, or Mission has budgeted OE resources under Resource Category List items (Use 118072, Special Personal Services Payments for IPA/Details In/PASA/RSSAs – Salaries) for salaries and (121027 IPA/Details In/PASA/RSSA – Benefits) benefits.

Program-funded details into USAID continue to be encouraged and are strongly preferred over RSSAs (Resource Support Service Agreements), PASAs (Participating Agency Support Agreements) or any other mechanism involving overhead expenses.

#### **E432.5.3 Details to USAID from Other Organizations**

- a) Details to USAID/W

1. The USAID/W Bureau or Office requesting the detail of an employee from another Federal agency or other organization submits a written request to the DAA/M/HR following the procedures outlined in E432.5.1. **(See E432.5.1)** In addition to the information specified in E432.5.1, the following must be included in the request:

- a. Justification for not using existing USAID staff;
- b. Names of officers in USAID and the lending agency who participated in arranging the detail and officers in the lending agency to be contacted in connection with formal negotiations;
- c. Financial arrangements, such as whether travel costs are to be authorized and paid by USAID directly to the traveler or whether the lending agency authorizes travel and wishes to be reimbursed; and
- d. Statement of the total estimated cost.

2. M/HR determines whether a qualified Agency employee is available and, if so, takes necessary actions to effect the detail of that employee if detail services are still required. If no USAID employee is available, M/HR negotiates the release of the desired employee with the lending organization and prepares the Letter of Agreement and other documentation effecting the detail. **(See Mandatory Reference, [Letter of Agreement](#))**

b) Details to Overseas Posts from Other Organizations

1. The USAID Overseas Post forwards the detail request to the appropriate Bureau, providing the information specified in E432.5.3. **(See E432.5.3)**

2. If the bureau approves the request, the request is forwarded to M/HR in the same manner as for details to USAID/W positions from other organizations, including submission of a travel itinerary and any special instructions if the travel authorization will be issued by USAID.

3. M/HR takes the necessary action, e.g., negotiating the employee's release, preparing employee's Letter of Agreement and processing the necessary paperwork to effect the detail and related personnel actions when necessary.

#### **432.5.4 LETTERS OF AGREEMENT**

A Letter of Agreement is required for the detail of a Federal employee to USAID, and the detail of a USAID employee to another Federal agency, the White House or to a Congressional Committee. **(See Mandatory Reference, [Letter of Agreement](#))**

#### **E432.5.4 Letters of Agreement**

a) USAID and the borrowing organization must reach decisions on all terms, e.g., allotment and appropriation charges for regular salary, benefits, allowances, and special charges before a Letter of Agreement is initiated for details over 30 days for Washington employees and 60 days for Mission employees.

b) Payments by USAID for travel expenses, overtime or other special charges must also be specified in the Letter of Agreement. **(See Mandatory Reference, [Letter of Agreement](#))**

#### **432.5.5 EXTENSIONS AND MODIFICATIONS**

Extensions of details must be requested in the same manner as the original detail request. Modification to a Letter of Agreement requires the written consent of USAID and the lending/borrowing organization.

#### **E432.5.5 Extensions and Modifications**

Approved extensions must be documented with a personnel action, an amendment or memorandum, as appropriate. Modifications to the terms of an agreement require an amendment to the original Letter of Agreement.

#### **432.5.6 MEDICAL EXAMINATION and IMMUNIZATION - OVERSEAS DETAILS**

The Department of State, Medical Division (M/MED) provides all necessary information on medical requirements and benefits through M/HR for the temporary assignment of employees abroad. **(See [3 FAM 684.2-3 and 684.7-8](#))**

Temporary Assignment Examination regulations are located in 3 FAM 684.2-3 and repeated below:

- a. To be covered by the Medical Program, a Foreign Service employee must have a valid medical clearance or waiver prior to

proceeding abroad on a temporary detail or other assignment as described in 3 FAM.7.7.

b. A Foreign Service employee may be assigned abroad on temporary detail without reexamination if the employee has a valid Class 1 medical clearance or waiver. **(See [3 FAM 684.7-2b](#))**

c. A Civil Service employee assigned abroad on temporary duty for more than 60 consecutive days must have a current medical clearance. Civil Service employees of agencies who elect to provide medical benefits for temporary duty abroad will be eligible for those benefits regardless of length of stay.

The consequences of proceeding overseas without clearance will result in cancellation of medical clearance and forfeiture of medical benefits under the Medical and Health Program set forth in 3 overseas details. **(See [3 FAM 684.7-7](#))**

#### **E432.5.6 Medical Examination and Immunization – Overseas Details**

The medical clearance process for an employee who has been selected by USAID for assignment/temporary duty (TDY) abroad for 60 consecutive days or more is the same as for in-service employees. **(See [3 FAM 684.2](#) and [3 FAM 684.7-7](#))**

Foreign Service and Civil Service employees, falling into this category, submit their request for temporary clearance to their servicing personnel management specialist in M/HR, who directs the request to the Assistant Medical Director for Clearances (M/MED). **(See [3 FAM 684.7-4](#))**

Employees are examined in accordance with the instruction on Form DS-1843. **(See [3 FAM 684.2-4](#) and [3 FAM 684.6](#))** The Scope of the Examination is covered under 3 FAM 684.6.

The regulations on Immunizations are covered under 3 FAM 684.7-8. Additional information on medical benefits for civil service employees is provided in 3 FAM 685.3. Medical clearance (Class 6) will be issued for those employees whose assignment is approved. USAID is notified of the clearance classification. **(See [3 FAM 684.7-7](#))**

#### **432.5.7 DOCUMENTATION OF DETAILS**

An SF-52, Request for Personnel Action, is prepared to document detail request and approval actions. Although an SF-50, Notification of Personnel Action, is NOT required USAID may choose to use it in lieu of the SF-52 for certain detail situations, e.g., reimbursable details to and

from other agencies or other long-term details within or outside the Agency.

#### **E432.5.7 Documentation of Details**

If a detail that was originally made for 30 days or less (and thus not documented with a SF-52) extends beyond 30 days, an SF-52 must be prepared showing the date on which the detail began as the effective date.

If a detail that was originally made for less than 120 days (and thus was not documented with an SF-52) extends to 120 days or more, an SF-52 must be prepared showing the date on which the detail actually began as the effective date.

Additional information on documenting details is located in Table Chapter 14 and Table 14-B in the OPM Guide to Processing Personnel Actions. These rules shall be used for both CS and FS details, as appropriate. The proper legal authority must be cited on the document used. **(See Chapter 14 and Table 14-B, OPM Guide to Processing Personnel Actions)**

#### **432.5.8 TIME AND ATTENDANCE**

For details within the Agency, the borrowing unit is responsible for Time and Attendance Reporting.

For employees on detail to other agencies, maintenance and submission of time and attendance records must be specified in the Letter of Agreement **(See Mandatory Reference, [Letter of Agreement](#))**.

#### **E432.5.8 Time and Attendance**

For a detail assignment within USAID, the borrowing organization is responsible for maintaining the detailed employee's time and attendance leave record, for authorizing annual and sick leave, and/or approving any overtime required.

For an employee detailed from USAID, all leave is authorized by the borrowing organization. Overtime will not be approved unless provided for in the Letter of Agreement or requested in writing by the borrowing agency and agreed to, in writing, by USAID. Authorized overtime and all leave usage are recorded on the time and attendance reporting documentation sheet and submitted to the appropriate M/HR office with the copy of an approved Overtime Authorization and Report Form (USAID 190-3).

#### **432.5.9 TRAVEL, TRANSPORTATION, AND ALLOWANCES**

Official domestic and international temporary duty travel of employees including experts, consultants, personnel under personal services contracts, and employees of other U.S. Government agencies detailed to USAID or performing duties related to Agency programs is authorized when it is determined that such travel is essential to the needs of the program of the Agency, and that these needs cannot be satisfied by a more economical means.

Certain other expenses, e.g., per diem, temporary storage, quarters subsistence, and other miscellaneous expenses may be authorized, as appropriate, under the Federal Travel Regulations (FTR) **(See Mandatory Reference, [Federal Travel Regulations](#))**

#### **E432.5.9 Travel, Transportation, and Allowances**

ADS 522 provides the policies, regulations and procedures for temporary duty travel, transportation and authorized allowances. **(See [ADS 522](#))**

#### **432.5.10 PERFORMANCE EVALUATION**

Employees detailed within USAID or from USAID to another Organization are evaluated under the Employee Evaluation Program of USAID. **(See [ADS 462](#))**

For employees detailed to USAID, evaluation requirements must be specified in the Letter of Agreement **(See Mandatory Reference, [Letter of Agreement](#))**.

#### **E432.5.10 Performance Evaluation**

Procedures for performance evaluations for USAID employees and for other employees are described below:

- a) USAID Employee
  1. The specific objectives to be accomplished must be discussed at the beginning of the detail, and will be the basis for the evaluation prepared at the end of the detail assignment.
  2. Regular or interim Annual Evaluation Forms (AEF) (USAID Form 400-1) are required for details that exceed 120 days and are processed as indicated in ADS 462.5.3 **(See [ADS 462.5.3](#))**

3. Written narratives on the performance of employees are required for details of 45 days or more. The original is sent to the employee's rater at the employee's regular duty station to be used to prepare a regular or interim AEF. The employee is given a copy.

b) Other Employees

1. Employees on detail to USAID are evaluated only at the request of the lending organization.

2. Evaluation methods shall be documented in the Letter of Agreement between USAID and the lending organization.

**432.6 Supplementary References**

**[Agreement between USAID and the American Federation of Government Employees, Local 1534, June 15, 1987.](#)**

Memorandum of Agreement between USAID and the Office of Medical Services (M/MED), Department of State, October 3, 1988.

**432.7 Mandatory References**

**[ADS 418](#)**

**[ADS 423](#)**

**[ADS 434](#)**

**[ADS 437](#)**

**[ADS 462](#)**

**[ADS 522](#)**

**5 CFR 73**

**[5 CFR 300](#)**

**[5 CFR 317](#)**

**[5 CFR 330](#)**

**[5 CFR 334](#)**

**[5 CFR 335](#)**

**[5 CFR 2635](#)**

Comptroller General B211373 of March 20, 1985

**[3 FAM 684.2](#)**

**[3 FAM 684.2-3](#)**

**[3 FAM 684.7-2b](#)**

**[3 FAM 684.2-4](#)**

**[3 FAM 684.6](#)**

**[3 FAM 684.7-4](#)**

**[3 FAM 684.7-7](#)**

**[3 FAM 684.7-8](#)**

[Federal Travel Regulations](#)  
[Foreign Assistance Act of 1961, as amended section 627](#)  
[Foreign Service Act of 1980, as amended, sections 502 \(b\)\(1\), 503 \(a\)\(1\), and 505](#)  
[Letter of Agreement between the U. S. Agency for International Development and Lending/Borrowing Organization](#)  
OPM's Guide to Processing Personnel Actions

**Attention: When you click on one of the following USC links, you will be exiting the USAID Web Server Note: References obtained from this server do not constitute an endorsement or warranty.**

[2 USC Sec. 72a \(f\)](#)  
[3 USC Sec. 112](#)  
[5 USC Sec. 3341](#)  
[5 USC Sec. 3343, 3581, 3582, 3583, 3584](#)  
[5 USC Sec. 3371, 3372, 3373, 3374, 3375](#)  
[18 USC Sec. 203, 205, 208, 209](#)  
[31 USC Sec. 1535](#)

## GLOSSARY

**detail:** The temporary assignment or loan of a Direct-Hire employee to an outside organization, or within USAID, without change of position from that held in USAID and/or the temporary assignment of non-USAID personnel to USAID, with the expectation that the employee will return to the official position of record upon the expiration of the detail.

**TEMPORARY DETAIL:** Temporary assignment, including a TDY, made to meet emergency needs of the Service caused by abnormal workload, special projects or studies, change in mission or organization, or unanticipated absences.

**Intergovernmental Personnel Act assignments:** Assignments/details to or from state and local governments, institutions of higher education, Indian tribal governments and other eligible organizations which are intended to facilitate cooperation between the Federal Government and the non-Federal entity through the temporary assignment of skilled personnel. These assignments allow civilian employees of Federal agencies to serve with eligible non-Federal organization for a limited period without loss of employee rights and benefits. Employees of State and local government, Indian tribal governments, institutions of higher education and other eligible organizations may serve in Federal agencies for similar periods.

**international organizations:** Public International Organizations or International Commissions, identified by OPM after consultation with the Department of State, to which Federal employees may be detailed or transferred with reemployment rights to his/her agency following separation. It is the policy of the U. S. Government to assist international organizations to obtain well-qualified U. S. citizens to serve in their secretariats and technical assistance programs.

**non-reimbursable detail:** Temporary loan of an employee from one Agency or body to another when employee's salary or benefits are not paid by the borrowing entity.

**reimbursable detail:** Temporary loan of an employee from one Agency or body to another when the employee's salary and benefits are paid by the borrowing entity.